



California State Data Center Consolidation and Statewide Information Technology Realignment
Consolidation of Administration Divisions Project Charter

Teale **HHSDC**

Project Title	Consolidation of Administration Divisions
Charter Date	February 15, 2005
Administration Division Executive Sponsors	Glen Matsuoka, Stephen P. Teale Data Center (Teale), Assistant Director, Administration/Finance Division Russ Fong, Health and Human Services Agency Data Center (HHSDC), Deputy Director, Administration Services Division
Background	<p>In concurrence with Executive Order S-13-04, the State CIO, the California Performance Review recommendation and the Legislative Analyst's Office 2003 recommendation to consolidate the Teale Data Center (Teale) and the Health and Human Services Agency Data Center (HHSDC) to create the new State Department of Technology Services (DTS), the data center's Administration Divisions will be the first divisions to be consolidated. Integration of the Divisions will commence upon approval of the Governor's Reorganization Plan (GRP). However, initial planning has begun to prepare for the creation of the DTS with the consolidation of these divisions.</p> <p>Most recently, the Department of General Services, Office of Network Services (DGS ONS) was authorized to merge within the DTS. The DGS ONS does not include its own administrative support therefore will require support from the new Administration Division. This workload needs to be evaluated to determine if the DTS has sufficient and appropriate support positions (accounting, budgeting, legal, HR, etc) to meet this new workload.</p> <p>An Administration Consolidation Team (ACT) consisting of members from each of the three departments will perform analysis, provide recommendations, and develop the plans for consolidation. ACT is further defined in the Project Organization section later in this Charter.</p> <p>The Consolidation Plan, dated January 18, 2005, describes the approach to Merge and Integrate the data centers, high level schedule and next steps to establish the State Department of Technology Services and complete the Data Center Consolidation project, including the consolidation of the Administration Divisions in its entirety.</p> <ul style="list-style-type: none">▪ The Merge stage involves the establishment of the DTS followed by an organizational repositioning of the existing HHSDC, Teale, and DGS ONS. The Merge will place similar functional units from both data centers under a single executive at the DTS Division level. The DGS ONS will move intact and report to a single DTS Division executive. The units within the data centers, will continue to operate largely as they do now but will report to a single position within the DTS.▪ Following the Merge stage, the project will begin the integration of the operational and technical functions of the data centers within the DTS. The goal of the Integrate stage is to remove duplication within the data centers and introduce best practices into each DTS division. No longer will the sub-divisional organization be aligned with the two data centers. Instead, there will be a single sub-divisional organization aligned by function. The completion of the Integrate stage marks the establishment of a consolidated data center function for the State. Because of the

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technical, security, and recoverability advantages inherent in maintaining two data center locations, both of the major data center facility locations will continue to be operational, but they will function as a single data services organization. Specific to the consolidation of the Administration Divisions physical relocations may occur.

Purpose This charter is to develop the detailed plan to manage the Merge and Integrate stages to consolidate the Administration Divisions for the HHSDC and Teale and provide administrative support for the DGS ONS.

Scope of Effort The scope of this effort is to plan the consolidation of the two administration divisions and is consistent and in alignment with the Executive Order S-13-04, the State IT Strategic Plan and the California Performance Review (CPR) Recommendations.

- A. Plan for the Merge of the Administration Divisions of the Teale and HHSDC including the plan to standardize business processes to the maximum extent allowed by law. This plan's review may expand to other divisions of the data centers as each division is not a mirror image of the other data center's division.
- B. Plan to Integrate the administrative processes functionalities of the Administration Divisions of the Teale and HHSDC and provide for the support of DGS ONS – specific to the Admin requirements.

Out of Scope

- The Systems Integration Division (SID) within HHSDC.
- Statewide IT realignment
- Consolidation plans for all other divisions within the three departments.

Project Drivers / References The project drivers for this effort are documented in the following references:

- Executive Order S-13-04
- CPR Sections focusing on data center consolidation
- Re-alignment of Responsibility for the Management of the State's IT Resources and Infrastructure – May 14, 2003
- Governor's Reorganization Plan
- Data Center Consolidation Work plan – September 28, 2004
- Department of Finance's Outline for Consolidating Teale and HHSDC Recommendations

Project Organization, Structure and Roles and Responsibilities

A. Until the CMO is established, the Consolidation Facilitator, Bill Howe, Teale Data Center, will provide oversight and general guidance for the development of projects that implement elements of the Consolidation Plan.

The Consolidation Facilitator will:

- Ensure consolidation projects are planned and executed within the approved consolidation strategy framework,
- Oversee consolidation program communication,
- Prepare and deliver consolidation related presentations,
- Provide liaison with other department executives on cross-divisional issues,
- Concur or recommend alternative resolutions for issues and risks.

B. The Administration Division Executive Sponsors, Glen Matsuoka, Teale Data Center and Russ Fong, HHSDC will come to agreement on Administrative processes and operating principles to be included in the plan for the merge stage and which should be included for the integrate stage. Upon Directorate approval of the completed plan(s) those principles and processes will be recommended for scheduling as proposed within the plan(s).

The Administration Division Executive Sponsors will:

- Make critical decisions
- Develop high level policy
- Provide liaison with other department executives on cross-departmental and cross-divisional issues

- C. The Administration Divisions Consolidation Project Manager, Karan Marsh, Teale Data Center, will provide project oversight and management for the development of the plan to consolidate the two administration divisions.

The Administration Divisions Consolidation Project Manager has the responsibility for the global view of the three entities to:

- Ensure the success of the project
- Oversee and manage the development of a plan for the consolidation of the administration divisions
- Coordinate and schedule working meetings with the ACT
- Perform Project Planning
- Ensure the consolidation adheres to scope
- Report status and communicate with department directorates, Administration Executive Sponsors and Joint Executive Team
- Direct and coordinate communications with stakeholders
- Oversee project schedule
- Manage and document project issues
- Approve and accept work products.
- Manage the document review process
- Present deliverables to sponsors and stakeholders
- Manage and document risk and identified mitigations

- D. The Teale and HHSDC Administration Divisions Consolidation Project Leads, Randy Deems and Cindy Perkins respectively, will lead the ACT and their respective data center administration division staff to develop the plan to execute consolidation activities.

The Administration Divisions Consolidation Project Leads have the responsibility, for their respective administration divisions, to:

- Ensure the success of the project
- Oversee, manage and coordinate the development of the plan for the administration division's consolidation project
- Coordinate and schedule working meetings with the ACT
- Perform Project Planning
- Ensure the consolidation adheres to scope
- Report status and communicate with Administration Divisions Consolidation Project Manager and Administration Executive Sponsors
- Oversee project schedule
- Document project issues and recommend solutions and escalate through Project Manager
- Approve and accept work products
- Manage the document review process
- Present deliverables to sponsors and stakeholders
- Document risk and identified mitigations and escalate through Project Manager

- E. The ACT and the Workgroups will provide participative representation and subject matter expertise on administrative functions of the HHSDC, Teale and DGS ONS as necessary are defined below:

Administration Consolidation Team (ACT)

- Karan Marsh, Teale, Administration Divisions Consolidation Project Manager
- Randall Deems, Teale Administration Division Consolidation Project Lead
- Cindy Perkins, HHSDC Administration Division Consolidation Project Lead
- Lorna Martens, HHSDC, Project Member
- Melissa Matsuura, Teale, Project Member
- Debra Gonzales, Teale, Project Member

The ACT have the responsibility, for their respective administration divisions, to:

- Perform research and information gathering
- Perform analyses
- Provide recommendations
- Develop the plan
- Develop a schedule for deliverables identified by the ACT and the Project Manager
- Manage the accomplishment of project activities and tasks
- Review major deliverables of mini-workgroup for overall consistency, clarity, understandability, and grammar consistent with best practices
- Document risks and recommend mitigations
- Document issues and recommend solutions
- Coordinate and schedule meeting with workgroups
- Engage staff of key stakeholders (DOF, LAO, Legislators, DPA, and SPB)

The following Workgroups are organized to support ACT and are listed below by function, in alphabetical order:

1. Accounting Workgroup
2. Billing / MVS Integrated Control System Workgroup
3. Budget Workgroup
4. Business Services / Asset Management Workgroup
5. Human Resources Workgroup
6. Physical Security / Facilities Workgroup
7. Policy Review Workgroup
8. Procurement Workgroup
9. Rates Workgroup
10. Records/Software Management Workgroup

The Workgroup members have the responsibility to:

- Attend all meetings
- Provide subject matter expertise
- Analyze processes, procedures, systems
- Provide recommendations for integration and standardization
- Participate in the review of deliverables and provide input
- Verify facts within the deliverables

- F. The ACT and the Workgroups shall meet as often as necessary, but at least weekly. The Administration Divisions Consolidation Project Manager may call special meetings of the ACT as necessary.

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The consolidation of the Administration Divisions will be accomplished through two major stages, Merge and Integrate, as described in the Consolidation Implementation Plan. Detailed division deliverables are documented in the overall Consolidation Charter.

Project Approach and Major Milestones	Due Date	Deliverables
	02/28/05	Project Planning – A completed plan to position the data centers and DGS for the Merge stages, as current law allows, including a plan to implement standardization of business processes and functionalities. This plan consolidates both divisions under one leadership with appropriate legal authority and by dependency of passage, i.e., budget, GRP, etc.
	04/05/05	Updated Plan to Merge – this plan is updated with the items which must be completed to enable the Plan to Integrate to execute on 07/01/05 as the law is anticipated to authorize.
	06/30/05	Plan to Integrate – A plan to prioritize and execute the technical integration of the administration divisions, to standardize and implement business processes, reengineer business processes, reduce common tools and redeploy resources of the migrated division as appropriate to accomplish the assigned tasks.
	12/30/07	Integrate – this is the final phase whereby integration of business procedures, processes, and personnel are realized – and is defined in the Consolidation Charter.
Authority and Accountability	Executive Order S-13-04 provides the authority and accountability for this project	
Assumptions / Constraints	A. This project is of the highest priority for this workgroup B. This plan supports the contents of the Governor's Budget	
Project Risks	A. Executive Sponsorship may change and could change scope and direction B. Lack of resources available to attend working meetings, gather and analyze information and provide recommendations C. Unknown legislative impact as proposed control language could change. D. GRP passage could fail requiring fallback to original structure. E. Project risks have not been managed consistently to date. F. The decision about OSI being out of scope may change and will expand this plan's scope to include OSI in both consolidation stages. G. The anticipated transfer of 24 System Integration Division (SID) positions from HHSDC will impact workload.	

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**Charter
Modifications**

This charter is to remain in effect until modified and approved by the project manager.

Revision/Version
Version 1

Date

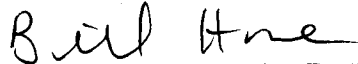
Reason

February 16, 2005

Initial document

**Charter
Approvals**

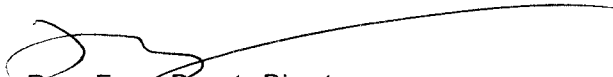
**Consolidation
Facilitator**



Bill Howe, Consolidation Facilitator
Stephen P. Teale Data Center

Date 2-25-05

**Administration
Divisions
Executive
Sponsors**



Russ Fong, Deputy Director
Administration Division
Health and Human Services Data Center

Date 2/24/



Glen Matsuoka, Assistant Director
Administration/Finance Division
Stephen P. Teale Data Center

Date 2/25/05

**Department
Executive
Sponsors**



Bob Austin, Interim Director
Health and Human Services Data Center

Date 3/5/05



Ann Barsotti, Acting Director
Stephen P. Teale Data Center

Date 3/1/05

ACT Members



Karan Marsh
Administration Consolidation Project Manager
Stephen P. Teale Data Center

2/25/05


Date



Randy Deems
Administration Consolidation Project Lead
Stephen P. Teale Data Center

2/25/05

Date



Cindy Perkins
Administration Consolidation Project Lead
Health and Human Services Data Center

2/25/05

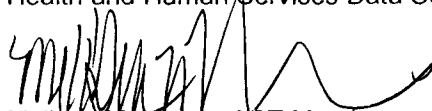
Date



Lorna Martens, ACT Member
Health and Human Services Data Center

2/25/05

Date



Melissa Matsuura, ACT Member
Stephen P. Teale Data Center

2/25/05

Date



Debra Gonzales, ACT Member
Stephen P. Teale Data Center

2/25/05

Date